J O B   A N N O U N C E M E N T

POSITION TITLE: Utility Compliance Specialist   **PCN:** 090210
(Non-Bargaining)

REPORTS TO: Director   **P. R.:** N14

RESPONSIBILITIES: Provide highly responsible and complex administrative staff support and responsible for ensuring vendor's compliance with contracts. Coordinate documentation of contract expenditures. Assist with the implementation of contracts; coordinate projects with both the engineering and fiscal units, and may include coordinating with other County agencies, non-profit organizations, and various State and Federal agencies. Coordinate with department engineering staff to inspect project site for compliance with contract terms. Provide written documentation of compliance with contractors and works with them when there are deficiencies. Complete inspections and documentation of water and sewer service connections and repairs, main line water and sewer service connections and repairs, main line water and sewer installation projects, and pump station and treatment plant installation or upgrade projects. Assist in inspection and documentation of backflow prevention device determinations, installations and device testing requirements. Review and evaluate main sewer line documents and videos. Coordinate recordkeeping reporting of Water and Sewer Permit Program.   Assist in the preparation of required compliance reports for submission to grant awarding authorities.

MINIMUM QUALIFICATIONS: Two-year technical degree, or four-year Construction or Engineering degree. Two (2) years of utility service experience; or any equivalent combination of training and experience. High proficiency with MS Office programs, typing, and computer environments.

STARTING SALARY: $21.57 per hour, plus a Comprehensive Benefits Package
180 day probationary period.

DATE POSTED: Friday, October 17, 2014

DEADLINE TO APPLY: Thursday, October 23, 2014

If interested, please go to www.franklincountyohio.gov/Commissioners/hr and apply on-line.

-EOE-